



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF CHEMISTRY PROFESSION

Resolution No. 10
Series of 2017

OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912, OTHERWISE
KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016" FOR
CHEMISTRY PROFESSION

WHEREAS, Section 2, Article I of Republic Act (RA) No. 10657 the Chemistry Profession Act, provides for the policy of the State to regulate and professionalize the practice of Chemistry, to wit:

Section 2. Declaration of Policy. *"Chemistry is vital to public safety, the national economy, and the protection of the environment. It is therefore, the policy of the State to promote, regulate the professional practice of chemistry and to ensure the continued development and high international standards of the practice of chemistry in the Philippines;"*

WHEREAS, Section 7, Article II of RA 10657 enumerates the powers and duties of the Professional Regulatory Board of Chemistry (Board) and one of those is to oversee the conduct of the Continuing Professional Development (CPD) program for professional Chemists and Chemical Technicians;

WHEREAS, Section 31, Article III of the said law states that the CPD guidelines for chemistry and chemical analysis shall be prescribed and promulgated by the Board, subject to the approval of the Commission;

WHEREAS, under Section 15, Article IV of Republic Act 10912, otherwise known as "Continuing Professional Development (CPD) Act of 2016", the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedure relating to the CPD as may be pertinent and applicable to their respective profession, **PROVIDED**, that the same does not contravene any of the provisions of R.A. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after series of consultative meetings with the stakeholders, they favorably endorsed the provisions of this Operational Guidelines for Chemists and Chemical Technicians;

NOW THEREFORE, the Professional Regulatory Board of Chemistry (Board) hereby **RESOLVED**, as it now **RESOLVES** to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of R.A. 10912 and its Implementing Rules and Regulations as follows:

Section 1. Date/s of Regular Meeting/s. – The CPD Council under the supervision of the Board, is hereby mandated under this Resolution to meet every last Friday of the month for the purpose of evaluating the application for accreditation as CPD provider, program, self-directed and/or lifelong learning and other CPD related matters.

Section 2. List of additional requirements for accreditation of CPD Provider. – The list of documentary requirements for accreditation of CPD Local and Foreign Provider as provided in Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rules and Regulations of Republic Act No. 10912", shall also include the following, but not limited to:

2.1 Local Provider

2.2.1 Sole Proprietor

A. Registered and Licensed Chemist in good standing

Appreciation

2.2.2 Firm/Partnership/Corporation

- A. Appointed Officer to manage the CPD activities is a registered and licensed Chemist

2.2.3 Government Institution/Agency

- A. Appointed Officer to manage the CPD activities is a registered and licensed Chemist

2.2 Foreign Provider

2.2.1 Firm/Partnership/Corporation

- A. Accredited CPD provider in country of applicant; and
- B. Articles of Incorporation or its equivalent includes as one of its purposes training and development of professionals

A copy of Application Form as CPD Provider is herein attached as Annex "A" and "B".

Section 3. List of additional requirements for accreditation of CPD Program. – The list of documentary requirements for accreditation of CPD Program shall include the following, but not limited to:

- 3.1 Appropriate Evaluation Procedures; and
- 3.2 For Chemistry subject areas or topics, the speaker/s must be registered and licensed Chemist with relevant experience on the topic;

A copy of Application Form of CPD Program is herein attached as Annex "C".

Section 4. List of additional activities for Self-Directed and/or Lifelong Learning. –

ACTIVITY	DOCUMENTS TO BE SUBMITTED IN SUPPORT OF THE APPLICATION	CREDIT UNITS
Seminar	Certificate of attendance with number of hours; seminar program	1 CU / hour
Symposium	Certificate of attendance with number of hours	1 CU / hour
Conference	Certificate of attendance with number of hours	1 CU / hour
Training / workshop	Certificate of training and training description; number of hours	1 CU / hour

Section 5. Maximum Creditable Units for Self-Directed and/or Lifelong Learning. – The maximum creditable units for self-directed and/or lifelong learning is 30 except for those activities enumerated under the Academic Track of the Matrix of CPD Activities (Annex "K" of PRC Resolution No. 1032, Series of 2017).

Section 6. Major Areas of CPD Activities. – The CPD Activities shall be divided into three (3) major areas with corresponding required credit units, as follows:

at the revision

OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016" FOR CHEMISTRY PROFESSION

MAJOR AREA	COVERAGE OF THE AREA	CREDIT UNITS REQUIRED	
		for Chemists	for Chemical Technicians
Ethics, Standards of Professional Practice	Code of Ethics of Chemistry, Chemistry Profession Act (RA 10657), PRB and/or PRC Issuances, Chemical Regulations (PNP, PDEA, DOLE, DOH, DENR), etc.	5 units	5 units
Enhancement of Professional Practice and Technical Competence	Laboratory Quality Assurance (ISO), Good/Prudent Laboratory Practices, Instrumentation, Management, Leadership, Research and Development Advances, Chemical Education, Specialization, Metrology, Statistics/Data Science, Risk Assessment, Chemical Waste Management, Method Development, Validation & Verification, Proficiency Testing, etc.	35 units	20 units
Environmental Factors and Developments in the Field Affecting the Theory and Practice of the Profession	Gender and Development (GAD), Socio-Civic Activities, Communications, Inter-personal skills, Stress Management, Health and Safety, Excellence in Customer's Service, Disaster Preparedness, etc.	5 units	5 units

The full implementation thereof shall be on January 2020.

Section 7. Chemists and/or Chemical Technicians Working Overseas. – Chemists and/or Chemical Technicians working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with the CPD Council of Chemistry under Self-Directed and/or Lifelong Learning track.

Section 8. Required CPD Credit Units in a Compliance Period. – All Chemists and Chemical Technicians shall be required to comply with forty-five (45) and thirty (30) CPD credit units respectively in a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

PIC RENEWAL PERIOD	MINIMUM CUs REQUIRED	
	for Chemists	for Chemical Technicians
January – December 2017	0	0
January – December 2018	15	10
January – December 2019	30	20
January 2020 – onwards	45	30

AP Resurrection

OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016" FOR CHEMISTRY PROFESSION

Section 9. Repealing Clause. – All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 10. Effectivity. – This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in major newspaper of general circulation in the count

Let copies hereof be furnished to the U.P. Law Center, Board, CPD Council, Office of the Board Secretary, Standards and Inspection Division, Legal and Investigation Division, all Regional Offices and other involved units of the Commission for their guidance.

Done in the City of Manila, this **1st** day of **August**, 2017.

Adoracion
ADORACION P. RESURRECCION
Chairperson

[Signature]
SOLEDAD S. CASTAÑEDA
Member

[Signature]
MA. THERESA C. CAYTON
Member

Attested to:

[Signature]
Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary to the Professional Regulatory Boards

APPROVED BY:

[Signature]
TEOFILO S. PILANDO, JR.
Chairman

[Signature]
ANGELINE T. CHUA CHIACO
Commissioner

[Signature]
YOLANDA D. REYES
Commissioner

O-OCH/O-OCI/O-OCII/O-ASCOM/PRB-CHM/D-SPRB/D-LID/D-SID/CPD
TSP/ATCC/YDR/ATG/APR/LTB/ELR2/MLMH/MERAQ/ardm
apr

DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE) : *Publication* 8-2-17
DATE OF EFFECTIVITY: 8-17-17

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession <input type="checkbox"/> valid Professional Identification Card <input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> DTI Certificate of Registration (authenticated copy) <input type="checkbox"/> NBI Clearance (original) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	<input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List of Officers with valid Professional ID Card (if applicable) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities <input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	<input type="checkbox"/> Copy of charter or Republic Act establishing the agency <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Office Order from the head of Agency appointing its officer to manage the CPD activities

Renewal

- List of CPD activities for the last 3 years
- List and photographs of training equipments and facilities
- Annual plan of proposed CPD Activities
- General Information Sheet for Corporation or Partnership
- Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes
- Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities or Office Order from the head of government agency appointing its officer to manage the CPD activities, if there are changes.
- Notarized Affidavit of Undertaking (SID-CPD-06)

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

- Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
- The period for processing the application is 30 days.
- If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Eight Thousand Pesos (P 8,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS


Initial	Renewal
<input type="checkbox"/> Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted)	<input type="checkbox"/> List of CPD activities for the last 3 years
<input type="checkbox"/> List of Officers with current Professional ID Card (if applicable)	<input type="checkbox"/> List and photographs of training equipment and facilities
<input type="checkbox"/> List and photographs of training equipment and facilities	<input type="checkbox"/> Annual plan of proposed CPD Activities
<input type="checkbox"/> Instructional Design (one)	<input type="checkbox"/> General Information Sheet for Corporation or Partnership or its equivalent
<input type="checkbox"/> Annual plan of proposed CPD Activities	<input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes
<input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation or its equivalent authorizing a partner or officer to manage the CPD activities	<input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of Corporation or its equivalent authorizing a partner or an officer to manage the CPD activities, if there are changes
<input type="checkbox"/> Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/ Consulate/Legation in the said country/state and accompanied by an official English translation thereof	<input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant
<input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant	

Additional Requirements

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
2. The period for processing the application is 30 days.
3. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

	<p>Professional Regulation Commission</p> <p>APPLICATION FOR ACCREDITATION OF CPD PROGRAM</p>
--	---

CPD Council for _____

Part I. General Information	
Name of Provider: _____	
Accreditation No.: _____	Expiration Date: _____
Contact Person: _____	Designation: _____
Contact No.: _____	Date of Application: _____
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> Others _____	
Title of the Program: _____	
Date to be offered: _____	Time / Duration: _____
Place / Venue: _____	No. of times program to be conducted: _____
Course Description: _____	
Objectives: _____	
Target Participants / No.: _____	Registration / Seminar Fee to be collected: _____
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____. _____ (Notary Public)
_____ Signature Over Printed Name _____ Position _____ Date	
Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: <p style="text-align: center;">_____ OIC, Standards and Inspection Division</p>	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved for ____ Credit Units Accreditation No. _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____ _____	
_____ Chairperson	
_____ Member	_____ Member
Date _____	

AP Resurrection

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program.
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- Breakdown of expenses for the conduct of the program

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 45 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.